

# Health and Safety Policy



**August 2025**

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### Version Control.

<b>Change Number</b>	<b>Date</b>	<b>Details</b>	<b>Reviewed by:</b>
<i>0001</i>	<i>5<sup>th</sup> May 2021.</i>	<i>New Policy Issued</i>	<i>EBB Ltd</i>
<i>0002</i>	<i>12<sup>th</sup> July 2022</i>	<i>Review</i>	<i>EBB Ltd</i>
<i>0003</i>	<i>10<sup>th</sup> July 2023</i>	<i>Review</i>	<i>EBB Ltd</i>
<i>0004</i>	<i>10<sup>th</sup> July 2024</i>	<i>Review</i>	<i>EBB Ltd</i>
<i>0005</i>	<i>01st August 2025</i>	<i>Review</i>	<i>Simon Kitson</i>

# **Health & Safety Policy**

## **Part 1 - General Statement of Intent.**

MARTEC TRAINING Ltd, ("the Company") believes that excellence in the management of health and safety is an essential element within its overall business plan; therefore, a good health and safety record goes hand-in-hand with high productivity and quality standards.

This policy statements supplements both the general statement of policy issued most recently by the Stoke on Trent City Council and the more detailed statement issued by the Education Department.

People are the most important asset to this Company and therefore, we are totally committed to ensuring their health, safety, and welfare at all times. From an economic point of view, the Company believes that prevention is not only better but also cheaper than a cure therefore, there is no necessary conflict between humanitarian and commercial consideration. Profits and safety are not in competition, on the contrary, safety is good business.

The Company is committed to ensuring that it complies with all relevant health and safety legislation and where it is reasonably practicable to do so, the Company will strive to go beyond the requirements of legislation. To achieve this, the Company will provide the necessary resources and will seek the cooperation of all its employees for the purposes of implementing this policy. Moreover, the Company will also ensure all employees are adequately qualified and experienced to allow them to carry out their work safely and without risk.

The Company is committed to ongoing monitoring and review processes, so that continual improvement in the management of health and safety can be achieved.

Our general intentions are:

- To provide adequate control of the Health and Safety risks arising from our work activities.
- To consult with our employees on all matters affecting their Health, Safety and Wellbeing.
- To provide and maintain safe and appropriate equipment.
- To provide information, instruction, and supervision for all employees.
- To prevent accidents and cases of work-related ill health.
- To maintain safe and healthy working conditions.
- To review and revise this policy at regular intervals.



Signed:

Printed Name: Mrs Tracey Marson-Holland

Job Title: The Head of Centre.

Date: 01<sup>ST</sup> August 2025

Review date: 01st August 2026.

## **Purpose of Policy.**

1. The Company takes health and safety issues seriously and is committed to protecting the health and safety of its Employees and all those affected by its business activities and attending its premises.
2. This policy is intended to help the Company achieve this by clarifying who is responsible for health and safety matters and what those responsibilities are.
3. This is a statement of policy only and does not form part of your contract of employment.
4. This policy may be amended at any time by the Company in its absolute discretion.
5. The Company will review this policy at regular intervals to ensure that it is achieving its aims effectively.

## **Who is responsible for Workplace Health and Safety?**

1. Achieving a healthy and safe workplace is a collective task shared between the Company and Employees.
2. This policy and the rules contained in it apply to all Employees of the Company, irrespective of seniority, tenure and working hours, including all employees, directors and officers, consultants, and contractors, casual or agency Employees, trainees, homeworkers and fixed-term Employees and any volunteers. Specific responsibilities of Employees are set out in the section headed "Responsibilities of all Employees" below.
3. To ensure that health and safety standards are maintained and improved, the following people have health and safety management responsibility in the following areas:

Name	Role	Area of Responsibility
Mrs Tracey Holland	Director.	The Company and its activities.
Simon Kitson	Operations Manager	The Company and its activities.

## **PART 2 ORGANISATION**

## **1. The Nominated Director is Responsible for:**

- a. Ensure that the Company has access to competent Health and Safety advice as required by the Management of Health and Safety at Work Regulations 1999.
- b. Ensure that an effective policy for Health and Safety management exists and is supplemented by additional documents as necessary and that these documents are implemented throughout the business.
- c. Ensure this policy is routinely reviewed on an annual basis to ensure the arrangements for health and safety remain current and valid.
- d. Ensure that necessary resources and information is made available for the policy to be effectively put into practice.
- e. Ensuring that all Employees have been briefed on and understand the Health and Safety Policy along with any safe working systems/procedures relevant to their work.
- f. Ensure Employees have access to all necessary and relevant information appertaining to their health, safety, and well-being at work.
- g. Take reasonable steps to safeguard the health and safety of Employees, people affected by the Company's business activities and of people visiting its premises.
- h. Identify health and safety risks and finding ways to manage or overcome them.
- i. Provide a safe and healthy place of work and safe entry and exit arrangements, including during an emergency.
- j. Provide and maintaining safe working areas, equipment, and systems and, where necessary, appropriate protective clothing.
- k. Provide safe arrangements for the use, handling, storage and transport of articles and substances.
- l. Provide adequate information, instruction, training, and supervision to enable all Employees to do their work safely, to avoid hazards and to contribute positively to their own health and safety at work. The Company will give Employees the opportunity to ask questions and advise who best to contact in respect of those questions if you are unsure about how to safely carry out your work safely.
- m. Ensure that appointed health and safety representatives receive appropriate training to carry out their functions effectively.
- n. Provide a health and safety induction and appropriate safety training to your role, including.
  - i. Manual handling.
  - ii. Asbestos awareness.
  - iii. Electrical safety.

- o. Promote effective communication and consultation between the Company and Employees concerning health and safety matters and will consult with Employees directly relating to health and safety.
- p. If an epidemic or pandemic alert is issued by regulative bodies, the Director will provide instructions, arrangements, and advice to Employees as to the organisation of business operations and steps to be taken to minimise the risk of infection.
- q. Regularly monitoring and reviewing the management of health and safety at work, making any necessary changes, and bringing those to the attention of all Employees.
- r. Will co-operate and assist as necessary, with all enforcing authorities and any other external body concerned with Health and Safety in the execution of their duties.
- s. Ensure that the duties and responsibilities for safe working are properly assigned, accepted, and understood by all Company Employees.
- t. Ensure that the health, safety, and welfare arrangements provided are maintained and available at all times.
- u. Ensure that all accidents and incidents are reported and investigated to determine if further controls are necessary to prevent a recurrence.
- v. Ensure that the Company will comply with the General Data Protection Regulation (GDPR) 2018 when recording accidents.
- w. Annually set clear objectives to assist with preparing and integrating a safety management programme, thus setting firm foundations, and sustaining a monitoring programme for durability.

## 2. **Health and Safety Advisor Responsibilities.**

- a. The board of directors of the Company has overall responsibility for health and safety and has appointed Eric B. Barbour as the Health and Safety Advisor with day-to-day responsibility for health and safety matters.
- b. Ensure that the duties and responsibilities for safe working are properly assigned, accepted, and understood by all Employees.
- c. Ensure that all the relevant risk assessments, safe operating procedures, and instructions are written, known, and observed. This includes the continual review of these procedures and instruction in practice, including discussions with the Employees concerned, to ensure that they are still understood and workable.
- d. Ensure that the health, safety, and welfare arrangements provided are maintained and available at all times.
- e. Ensure that all accidents and incidents are reported and investigated to determine if further controls are necessary to prevent a re-occurrence.
- f. Ensure that Health and Safety training is provided to all new employees as part of the Company's overall training programme.

- g. If necessary, arrange specialist advice and assistance to determine the appropriate course of action to eliminate or control Employee's stress risk factors.
- h. Ensure that all Employees have been briefed on and understand the Health and Safety Policy along with any safe working systems/procedures relevant to their work.
- i. Ensure Employees have access to all necessary and relevant information appertaining to their health, safety, and well-being at work.
- j. Provide appropriate information, instruction, and training to ensure so far as is reasonably practicable the Health and Safety at work of Employees.
- k. Ensure the effectiveness of the Company's road risk procedures through periodic checks of vehicle documents, and for maintaining appropriate records.
- l. Ensure only competent contractors are appointed to undertake works on behalf of the Company.
- m. Ensure that no new substance shall be introduced into the workplace without a full assessment.
- n. Carry out routine inspections and monitor the activities within their area of responsibility to ensure all equipment, the working environment, along with local fire precautions and welfare arrangements satisfy the appropriate standards.
- o. Ensure that any concerns about health and safety matters should be notified to the Health and Safety Officer.

### 3. **Managers Responsibilities.**

- a. Managers are directly responsible for the sound and effective day-to-day management of the health and safety arrangements within their area of responsibility.
- b. To satisfy their duty managers will:
  - i. Ensure that the Company Health and Safety Policy are fully implemented on site.
  - ii. Promote a high standard of Health and Safety on sites where the Company has works ongoing.
  - iii. Ensure written risk assessments and method statements are followed on site.
  - iv. Ensure sites are so organised that work is carried out to the required standard with the minimum risk to personnel, equipment, and materials.
  - v. Ensure first aid equipment, as laid down, is available on site and that employees know where it is kept.
  - vi. Ensure all employees are given precise instructions on their responsibilities for the correct working methods.
  - vii. Ensure the site is kept tidy by ensuring a proactive housekeeping regime is administered.

- viii. Ensure all suitable protective clothing is provided where appropriate and is correctly used.
- ix. Ensure that no employee is required to undertake any task without adequate training / job instruction, or which exceeds their capability.
- x. Provide appropriate information, instruction, and training to ensure so far as is reasonably practicable the Health and Safety at work of employees via toolbox talks.
- xi. Maintain the workplace in a safe and risk-free condition and provide a safe means of access to and egress from the workplace.
- xii. Consult and co-operate with the Director when matters arise requiring specialist knowledge.
- xiii. Comply with procedures laid down for reporting and investigating accidents, taking prompt action to prevent re-occurrence whenever possible.

#### 4. **Training Staff Responsibilities.**

- a. Teaching Staff are responsible for the health and safety of all pupils under their control whilst involved in organised work activities both on the main site complex and any off site approved for the Company activities.
- b. Teaching Staff are responsible for following and implementing the Company's Health and Safety Policy, Procedures and supporting documents.

#### 5. **Site Janitor / Caretaker.**

- a. Will assist in the removal from service of any item of furniture, apparatus or equipment which has been identified as unsafe and authorised by the Head of Centre.
- b. Taking appropriate action when necessary to prevent injury to others on the site that might otherwise be exposed to unnecessary.
- c. Is responsible for following and implementing the Company's Health and Safety Policy, Procedures and supporting documents.

#### 6. **Employees Responsibilities.**

All Employees have a statutory duty to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions. In order to comply with this duty all Employees will be expected to:

- a. Comply with any legal requirements, Company rules, procedures, and instructions necessary for ensuring health and safety.
- b. Seek advice and instruction from their supervisor when situations arise which may affect the health and safety of themselves or others.
- c. Report any unsafe equipment, methods of work or any other safety concerns.

- d. Stop work and seek advice if they believe there is an imminent risk of injury to themselves or others,
- e. Report any near miss or accident, however slight, and whether or not injury or damage to property has occurred as a result of the Company works.
- f. Assist at all times in the maintaining of good housekeeping standards on site and during the Company works.
- g. Do not interfere with any equipment, systems or documentation provided to safeguard the health and safety themselves or others e.g., remove or wilfully discharge fire extinguishers, etc.
- h. Take reasonable care for their own health and safety and that of others who may be affected by their acts or omissions.
- i. Co-operate with the Health and Safety Officer and the Company generally to enable compliance with health and safety duties and requirements.
- j. Comply with any health and safety instructions and rules, including instructions on the safe use of equipment.
- k. Keep health and safety issues in the front of their minds and take personal responsibility for the health and safety implications of their own acts and omissions.
- l. Keep the workplace tidy and hazard-free.
- m. Report all health and safety concerns to the Health and Safety Officer promptly, including any potential risk, hazard, or malfunction of equipment, however minor or trivial it may seem.
- n. Co-operate in the Company's investigation of any incident or accident which either has led to injury or which could have led to injury, in the Company's opinion.
- o. Use equipment as directed by any instructions given by representatives of management or contained in any written operating manual or instructions for use and any relevant training.
- p. Report any fault with damage to or concern about any equipment (including health and safety equipment) or its use to the Health and Safety Officer, who is responsible for maintenance and safety of equipment.
- q. Ensure that health and safety equipment is not interfered with; and
- r. Not attempt to repair equipment unless suitably trained and authorised.
- s. Promptly report any accident at work involving personal injury, however trivial, to the Health and Safety Officer so that details can be recorded in the Accident Book and cooperate in any associated investigation.
- t. Familiarise themselves with the details of first aid facilities and trained first aiders, which are displayed on the notice board in the kitchen and available from the Health and Safety Officer.

- u. If an epidemic or pandemic alert is issued, all Employees must comply and co-operate with all instructions, arrangements and advice issued by the Company as to the organisation of business operations and steps to be taken by Employees to minimise the risk of infection. Any questions should be referred to the Health and Safety Officer:
- v. Familiarise themselves with the instructions about what to do if there is a fire which are displayed on the notice board and are available from the Health and Safety Officer.
- w. Ensure they are aware of the location of fire extinguishers; fire exits and alternative ways of leaving the building in an emergency.
- x. Comply with the instructions of Health and Safety Office/ Fire Warden if there is a fire, suspected fire or fire alarm, bomb threat (or a practice drill for any of these scenarios).
- y. Co-operate in fire drills and take them seriously (ensuring that any visitors to the building do the same), fire drills will be held at least twice every 12 months.
- z. Ensure that fire exits, or fire notices or emergency exit signs are not obstructed or hidden at any time.
- aa. Notify the Health and Safety Officer immediately of any circumstances (for example, impaired mobility) which might hinder or delay evacuation in a fire.
- bb. This will allow the Health and Safety Officer to discuss a Personal Evacuation Plan for you or your visitor, which will be shared with the fire wardens and colleagues working near to you.
- cc. Immediately trigger the nearest fire alarm and, if time permits, call 999 and notify the location of the fire.
- dd. Attempt to tackle the fire ONLY if they have been trained or otherwise feel competent to do so.
- ee. Remain calm and immediately evacuate the building, walking quickly without running, following any instructions of the fire wardens.
- ff. Leave the building without stopping to collect personal belongings.
- gg. Remain out of the building until notified by the Health and Safety Office / Fire Warden that it is safe to re-enter.

## **7. Information, Induction, Instruction, Training and Supervision.**

- a. The Company will provide adequate information, instruction, training, and supervision to Employees and Students in accordance with the general duties on Company's under Section 2 of the Health and Safety at Work etc. Act 1974 and various regulations.
- b. All Employees will be provided with information on the significant findings of any risk assessment relevant to their particular activity and workplace.

- c. This will include information on the hazards and relevant control measures.
- d. Training and instruction, induction training for all new employees, temporary and casual workers is the responsibility of the Health and Safety Officer.
- e. Job specific training and instruction will be identified, arranged, and monitored by the Director.
- f. Induction training will include.
  - i. Details of the Health and Safety Policy of the Company - Employees should read this Health and Safety Policy and understand where they can access information on the Company's arrangements, procedures, etc.
  - ii. General safety requirements that apply to the Company, such as rules concerning the use of drugs and alcohol at work.
  - iii. The safety management structure, identifying safety as an issue at the highest level in the Company and involving every employee.
  - iv. Employees' responsibilities and the Company's general responsibilities under the Health and Safety at Work, etc Act 1974, and subsequent regulations.
  - v. Local fire and emergency arrangements, including the required action in the event of a fire or emergency, escape routes, muster points, identities of Fire Wardens. Etc.
  - vi. First aid and accident-reporting procedures, such as the identities and locations of First Aiders.
  - vii. Location of the accident book, and action to be taken in the event of an accident.
  - viii. Welfare arrangements, e.g., the location of facilities for warming and eating food.
  - ix. Local rules and instructions, including any particular requirements for that location, over and above general Company rules.
- g. Information necessary to allow Employees to begin working safely includes:
  - i. Any hazards related to the equipment Employees are using, along with instructions on safe working procedures.
  - ii. The nature of any hazardous substances Employees is using, and the relevant controls.
  - iii. Any other hazards to which Employees might be exposed and the appropriate safe systems of work.
  - iv. The supervision of trainees will be arranged by the Health and Safety Officer and undertaken and monitored by the Director.

- v. Training will include skills training, explanations of applicable safety regulations and organisational rules, plus a demonstration of the use of any personal protective equipment that may be required including correct fit and cleaning.
  - vi. The use of risk assessment findings will be used as a training aid to identify training needs.
- h. Training at all levels is necessary to ensure that responsibilities are known, and the Company's policy is carried out.
  - i. The organisation's safety policy and training programme.
  - ii. Legal framework and duties of the organisation, its management, and the workforce'.
  - iii. Specific laws and rules applicable to the workplace.
  - iv. Safety inspection techniques and requirements.
  - v. Causation and consequences of accidents and their reporting, recording and Investigation and basic accident prevention techniques.
  - vi. Disciplinary procedure and application.
  - vii. Control of hazards in the workplace and use of personal protective equipment.
- i. Specialised Health, Safety and Environment training will be required to cover both legal requirements and others necessary for the safe running of the Company, for example:
  - i. Health and Safety Management Training.
  - ii. Health and Safety Awareness.
  - iii. First Aid Training.
  - iv. Manual Handling Training.
  - v. Risk Assessment and SSoW Training.
  - vi. Dynamic Risk Assessment Training.
  - vii. Fire Awareness Training.
  - viii. Safe Use of Work Equipment Training.
  - ix. DSE Users Training.
- j. Reinforcement or refresher training will be required at appropriate intervals. These requirements will depend on the outcome of observations of the workforce, i.e., during a training needs assessment.
- k. Factors to be considered are the complexity of the information to be held by the employee, the amount of practice required and the opportunity for practice in the normal working requirement.

- l. Assessment will also be required of the likely severity of the consequences of behaviour that does not match training objectives.
- m. The Health and Safety Officer will ensure the following procedure will be followed:
  - i. Arrange for the induction training to be given to all Employees.
  - ii. Comprehensive and relevant information will be provided to the employee in respect of risks to his / her Health and Safety and on preventative and protective measures.
  - iii. Information will be provided on the Company's emergency arrangements, including Employees nominated to help if there is an evacuation.
  - iv. Ensure that the employee understands all the information provided to them and that they have the opportunity to ask any questions in relation to the training.
- n. After a suitable length of time the training should be followed up with the employee to assess its effectiveness and to correct any misunderstandings.
- o. All information, instruction and training given to employees will be recorded on individual training records.
- p. Employees will be asked to sign to confirm receipt and understanding of the received training.

### **PART 3 ARRANGEMENTS.**

#### **8. Arrangements Review.**

- a. The Company will review this policy and its arrangements for workplace health and safety on an annual basis or earlier when situations require a review.

#### **9. Accidents, First Aid and Work-Related Ill-Health.**

- a. The Company is committed to preventing accidents and cases of ill-health to employees and others who may be affected by its work activities.
- b. However, the Company recognises that failures can occur and will investigate all accidents and ill-health to identify the immediate, underlying and root causes to prevent the adverse event occurring again.
- c. All reportable incidents, as defined by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 will be reported to the enforcing authority within the relevant timeframes.

The following types of work-related incident/accident need to be reported:

- i. Death.
- ii. Specified injuries e.g., broke bones, dislocations, amputations, loss of sight, etc.
- iii. Any accident resulting in more than 7 days lost from work.
- iv. Any non-employee being taken directly to hospital.
- v. Certain types of disease e.g., dermatitis, asthma, upper limb disorders etc.
- vi. Certain types of dangerous occurrence, even when no-one is injured.

- vii. The overturning of lifting equipment.
- viii. Electrical fires/explosion etc.

d. Reporting is via: HSE Website <http://www.hse.gov.uk/riddor/>

e. Guidance via: HSE Website RIDDOR ACOP 173  
<http://wvrrw.hse.gov.pubns/priced/l73.Pdf>

f. The Company will provide adequate first aid personnel and equipment, in accordance with the Health and Safety (First Aid) Regulations 1981 and the associated updated guidance.

g. In the absence of trained first aid personnel the Company will nominate an 'appointed person' to take charge of the first aid equipment and facilities, to replace missing or defective items and to summon assistance if required.

h. The Director will ensure the Company will comply with the General Data Protection Regulation (GDPR) 2018 when recording accidents.

i. Accident details, however trivial they may appear to be, must always be entered in the Accident Book or electronic equivalent.

j. All accidents, near misses and work-related ill-health should be immediately reported to the Health and Safety Officer.

k. Responsibility for investigating accidents/ill-health/hazards/near misses is that of the Director with the assistance of the Health and Safety Officer.

l. Responsibility for acting on investigation findings to prevent a recurrence is that of the Director.

m. Responsibility for reporting accidents, diseases and dangerous occurrences to the enforcing authority is that of the Health and Safety Officer.

#### 10. **Alcohol and Drugs.**

a. The Company has a ZERO tolerance towards its employees' drinking alcohol or taking illegal drugs prior to or during working hours.

b. No employee may bring alcoholic drink or illegal drugs onto sites.

c. Any employees found to be under the influence of drink or illegal substances whilst at work will be subject to disciplinary action, including suspension and possible dismissal.

#### 11. **Consultation with Employees.**

a. MARTEC TRAINING Ltd will consult with its Employees in accordance with the Health and Safety (Consultation with Employees) Regulations 1996.

b. Consultation with Employees will be provided direct to individuals and through team meetings, short talks, and contract meetings, as necessary.

c. The Company will consult directly with Employees and the consultation will cover the following issues as a minimum:

- d. Planning and organisation of health and safety training.
- e. The Company will monitor and review all consultation with Employees to ensure Employees have the necessary information resulting from the consultation that has taken place.
- f. Employees will be encouraged to provide feedback and comment on any health and safety related issue, where appropriate the outcome of such discussions will be communicated to all other Employees.

## 12. **Contractors.**

- a. The Company recognises that it owes a duty to contractors as well as employees, as stipulated by the Health and Safety at Work etc. Act 1974 Section 3 and the Management of Health and Safety at Work Regulations 1999.
- b. The Company will ensure that only competent contractors are selected.
- c. All Contractors working on behalf of the Company are assessed to ensure that they are competent and have suitable and adequate Health, Safety and Environment arrangements in place to provide safe working practices and control of all significant hazards that may be introduced by their work.
- d. The selection and assessment of the competence of contractors is the responsibility of the Director.
- e. Selected contractors must be able to demonstrate that they are experienced and competent to carry out the required works with regulations and accepted safety standards.
- f. Before a contract is awarded an overview of the status of the tenderer's Health, Safety and Environment management systems must be obtained by reviewing the following documents.
  - i. A completed contractor selection questionnaire.
  - ii. Relevant risk assessments and method statements for the work to be undertaken.
  - iii. Supportive evidence of competence.
- g. The Director must take into consideration all factors when selecting the contractor for the work.
- h. The cost of the works is not to be the sole factor in contractor selection.
- i. The preselection of any contractors will consider Health, Safety and Environment requirements when selecting and approving contractors to work for the Company, ensuring contractors:
  - i. Work safely, without endangering themselves or any other people,
  - ii. Comply with the Company's Health, Safety and Environment requirements.

- iii. Only employ competent Employees who have been adequately trained.
- iv. Only employ competent sub-contractors, who are adequately managed.
- v. Have adequate resources to manage Health, Safety and Environment satisfactorily.
- j. The Director may not engage any contractors to provide any services for the Company unless the Health, Safety and Environment questions in the contractor selection questionnaire have been answered satisfactorily.
- k. No contractor will be appointed if they fail to provide adequate risk assessments and method statements for the proposed work.
- l. Once approved, the Health and Safety Officer is responsible for ensuring contractors are briefed on our safety rules and supervised to ensure they work in an approved and safe manner.
- m. Any problems or hazards arising from the activities of contractors should be reported to the Health and Safety Officer.
- n. Health, Safety and Environment considerations will be included from the start when planning work to be carried out by contractors ensuring that Health, Safety and Environment issues are adequately addressed.

### **13. Display Screen Equipment (DSE).**

- a. The Company will assess and control health risks from use of display screen equipment in accordance with the Health and Safety (Display Screen Equipment) Regulations 1992.
- b. Employees that are classed as habitual Display Screen Equipment users are entitled to free eye tests, the Company may contribute to the costs of and vision correction appliances where these are only needed for work with display screen equipment.
- c. Approval for the required action to remove or control risks will be given by the Director.

### **14. Dynamic Site-Specific Risk Assessments**

- a. Our Employees may be required to undertake Dynamic Site-Specific Risk Assessments upon arriving upon or undertaking works on a client site.
- b. This is a continuous process of identifying hazards and will be applied in our changing work environments.
- c. The dynamic assessment will be conducted by the contracts nominated competent employee managing the work activity.
- d. The competent person must halt the operation if they believe the risk outweighs the control measures applied.
- e. The Health and Safety Officer is responsible to ensure competent people have been trained in Dynamic Risk Assessing.

- f. Strategies for the prevention and control of exposure to identified hazards will be prioritised based on the risk rating.

## 15. **Electricity**

- a. Statutory inspections and testing of portable electrical appliances by a Competent person whether used on sites or within the Company's premises.
- b. Any power tools used are to be of low voltage type and must be stringently inspected and maintained.
- c. Prohibition of any Employee to access live electrical installations.
- d. Visual inspection by the user - All users must look critically at the electrical equipment they use from time to time.
- e. This needs to be daily in the case of handheld and hand operated appliances to check that the equipment is in sound condition, while ensuring that the equipment is unplugged and switched off before undertaking the inspection.
- f. Checks must be made for:
  - i) Damage, e.g., cuts: Abrasion (apart from light scuffing) to the cable covering.
  - ii) Damage to plug, e.g., cracked casing or bent pins.
  - iii) Non-standard joints including taped joints in the cable.
  - iv) The outer covering (sheath) of the cable not being gripped where it enters the plug or the equipment e.g., by looking to see if the coloured insulation of the internal wires is showing.
  - v) Equipment that has been used in conditions where it is not suitable, e.g., a wet or dusty workplace.
  - vi) Damage to the outer cover of the equipment or obvious loose parts or screws.
  - vii) Signs of overheating (burn marks or staining).
- g. The checks also apply to extension leads, associated plugs and sockets.
- h. Any faults must be reported to the Health and Safety Officer, the equipment taken out of use immediately, labelled as faulty (and reason why faulty) and must not be used again until repaired or replaced.
- i. Equipment which exhibits intermittent faults e.g., sometimes it works, next time it does not, must be taken out of service and not used again until thoroughly checked out by a competent person and the source of the fault identified and rectified.
- j. The fixed electrical installations throughout the premises are inspected and tested by a competent registered contractor.
- k. The Health and Safety Officer will arrange for the electrical systems integrity and safety to be inspected and retested every 5 years.

## 16. **Emergency information.**

- a. All Employees will be informed by the Health and Safety Officer of the emergency safety arrangements as part of their induction to the Company.
- b. Where it is not obvious, fire instructions stating the nearest fire exit route are posted around the office.
- c. All contractors and visitors to site will be provided with fire information and instructed to convey this to their employees.

## 17. **Environment**

- a. The Company will take all reasonable steps to minimise as far as practicable the impact of its activities on the environment.
- b. The Company recognises its responsibility to the community and has therefore identified the aspects of its activities that may influence the environment.
- c. The Company will endeavour to control its following activities:
  - i. Consumption of energy.
  - ii. Use of packaging materials.
  - iii. Emissions.
  - iv. Use of transport.
  - v. Volume and treatment of waste.
- d. The Company will meet and where appropriate exceed the requirements of all relevant legislation and will seek to reduce the consumption of materials and will recycle waste where possible,
- e. In addition, the Company will manage energy and fuel wisely and will minimise visual, noise and other impacts of its business on the local environment.
- f. The Director will lead the process of implementing this policy and will keep the policy under continual review.

## 18. **Employees Working 'On Site of Another'.**

- a. Where any of the Company's Employees are working or are likely to be working at premises belonging to another party ("the third party"), the Health and Safety Officer and Manager shall:
  - i. Advise the third party of the position and, if appropriate,
  - ii. Supply them with the Company's general Health and Safety Policy.
  - iii. Obtain the third party's Health and Safety Policy.

- iv. Obtain from the third-party adequate information, instruction, and training requirements on any risks to which the Company employees will be or may be exposed whilst at the third party's premises.
- v. Ensure that before attendance on site, any employees of the Company are given guidance and advice in specific factors related to the type or works to be undertaken.

#### 19. **Fire Safety Management.**

- a. UK Fire Safety legislation imposes duties on all employers concerning the provision and management of a minimum standard of fire safety, together with specific requirements relating to the standard to be achieved. To ensure that a minimum standard of fire safety has been properly considered there is also a legal requirement to carry out a fire risk assessment of the workplace. For England and Wales, the relevant legislation is the Regulatory Reform (Fire Safety) Order 2005, for Scotland - The Fire Scotland Act 2005/Fire Safety (Scotland) Regulations 2006 and Northern Ireland - The Fire Safety (Northern Ireland) Regulations 2010.
- b. The Company is fully committed to achieving, delivering, and maintaining the highest standards of fire safety for its Employees and others affected by the Company's undertakings. **Under both Fire Safety and Health and Safety Legislation all Company employees also have a duty of care for their own safety and the safety of others who may be affected by their actions.**
- c. The Company recognises that preparing and planning for an emergency is essential for the safety of our employees, clients, contractors, the public and the environment. This duty applies on our sites that we operate in. The Company also recognises that the effects of an emergency could create other risks, affect production, sales, and business continuity.
- d. These arrangements are intended to reduce the risk and minimise the business disruption during and following an emergency. The aim of these arrangements is to ensure that in the event of an emergency:
  - i. The safety of employees, clients, contractors, the public and environment.
  - ii. Minimum disruption and risk to the Company, business, and premises.
  - iii. To minimise the risk of a fire occurring, spreading, and causing serious damage to the premises.
  - iv. To reduce the potential for fire and/or other emergency situations to harm the environment.
  - v. To ensure that the Company complies with the relevant UK Fire Safety legislation that applies to it including Building Regulations and guidance given in British standards – Code of practices.
- e. As required by UK Fire Safety Legislation the Company should have a Fire Safety Policy/Standard which will incorporate the following: **Fire Risk Assessment which will identify the following:**
  - i. Who has overall responsibility for the Fire Safety Management of the premises including those personal nominated to assist?

- ii. Fire Hazards.
  - iii. People at Risk including those who may have a disability.
  - iv. Means of giving warning and detecting a fire.
  - v. Portable fire extinguishing equipment.
  - vi. Means of escape.
  - vii. Measures to limit the spread of fire.
  - viii. Emergency escape lighting.
  - ix. Fire safety signs and notices.
  - x. Testing and maintenance of fire safety systems provided.
  - xi. Procedures and arrangements.
  - xii. Fire safety training and fire evacuation drills.
- f. Fire Safety Action Plan with significant findings and required actions to eliminate or reduce the risk to a minimum.
- g. The fire risk assessment should be reviewed at least annually, following a fire incident, following any substantial alterations to the premises or there is reason to suspect that the fire risk assessment is no longer valid.
- h. Emergency Fire Evacuation Procedures which will include:**
- i. What to do if you discover a fire.
  - ii. What to do if you hear the fire alarm.
  - iii. Location of the fire assembly point
  - iv. What to do once outside of the premises.
  - v. Roles and responsibilities for those controlling the evacuation including Fire Marshals/Wardens.
- i. Fire Safety Training carried out on induction and annually that should include:**
- i. The general fire precaution in the building, location of fire exits, final exit doors and the fire assembly point.
  - ii. Action to take in the event of a fire including how to raise the alarm and what to do if you hear the alarm.
  - iii. Location of portable fire extinguishing equipment.
  - iv. Means for summoning the fire and rescue services.
  - v. Identity of persons nominated to take control of and assist with and evacuation incident.

- vi. Regular fire evacuation drills normally two per annum (every six months) to test the emergency fire evacuation procedures to ensure that they are effective, and all employees fully understand how to respond in a fire emergency.

**j. Fire Safety Logbook which should include the following records:**

- i. Staff fire safety training including the names of employees and date the training was completed.
- ii. Fire evacuation drills.
- iii. Regular weekly, monthly fire safety checks/tests that are required to be completed by the Company.
- iv. Testing and maintenance checks of the fire safety equipment provided such as the fire alarm, emergency lighting, fire extinguishers etc. That completed by a competent maintenance engineer appointed by the Company.

**20. Floors, Pedestrians and Traffic Routes.**

- a. The Company will ensure floors are suitable for the purpose for which they are used and be free from holes and obstructions likely to cause people to slip, trip or fall.
- b. Senior Management is to ensure that there is a process in place to segregate pedestrians and vehicle movements.

**21. Fitness for Work.**

- a. If an Employee has a medical condition that could affect their fitness for work, that Employee must inform the Director of the likely impact of the medical condition on their fitness for work.
- b. The Employee is not obliged to disclose confidential medical information, however, the Company will, where necessary, confer with relevant external experts to confirm whether a Fitness for work plan is required.
- c. Any person taking prescribed medication must seek the advice of their doctor before working and we may require written evidence of their fitness to work whilst taking the drugs.

**22. Hazardous Substances.**

- a. It is a requirement of the Control of Substances Hazardous to Health Regulations 2002 that all substances used in the Company's activities should be carefully assessed to determine the health hazards associated with their use.
- b. The Company has no COSHH related products or substances at the time of writing this report but will undertake all associated COSHH related Management requirements as and when required to do so.

### **23. Health, Safety and Fire Safety Advice.**

- a. In accordance with the Management of Health and Safety at Work Regulations 1999, the Company has appointed a competent Health and Safety advice.

This advice is available from:

Eric B. Barbour CFIOSH, FInstLM, GCGI, Dip. SM. Dip SFI.  
Chartered Health and Safety Consultant,  
EBB Limited, Studio 2 Unit 1,  
Silverdale Enterprise Centre,  
Kents Lane,  
Silverdale,  
Newcastle under Lyme,  
Staffordshire,  
ST5 6SR

Tel: Office: 01782 479408. Mobile: 07984 998023.

e-mail: [eric@ebblimited.co.uk](mailto:eric@ebblimited.co.uk).

### **24. Health Surveillance.**

- a. The Company will ensure that all Employees are provided with health surveillance if deemed appropriate, due to hazards identified by detailed risk assessments.
- b. Once it has been decided that health surveillance is appropriate, it will be maintained during the Employees employment unless the risk to which the worker is exposed, and associated health effects are short term.
- c. Health surveillance will be recorded on individual records. Surveillance will include:
  - i. Inspections of readily detectable conditions by a competent person.
  - ii. Enquires about symptoms, inspection, and examination by a qualified person.
  - iii. Medical surveillance, which may include clinical examinations.
  - iv. The frequency of the use of such methods will be determined either based on suitable general guidance or on the advice of a qualified practitioner.

### **25. Hire Equipment.**

- a. The Health and Safety Officer will ensure that all equipment hired and used by the Company's Employees is fitted with adequate guards or other safety devices to conform with current standards and regulatory requirements.
- b. All hired equipment is to be examined to ensure it is in a good sound condition, is safe for use, and has full operating instructions, as necessary.
- c. Dependant on the equipment requirements, arrangements for inspection and servicing by a competent person will be made with the hiring Company.
- d. The Company will ensure suitable records of inspection or examination are maintained on site for the period of hire.

## 26. **Housekeeping.**

- a. Poor housekeeping is a common cause of accidents and fire related incidents.
- b. The basic precautions for the prevention of poor housekeeping are:
  - i. Return equipment and materials to their designated locations.
  - ii. Remove waste daily.
  - iii. Report problems.
  - iv. Workplace & site inspections will be carried out on a regular basis to identify areas where standards require improvement.
  - v. These areas will be highlighted for remedial action.
  - vi. Storage areas will be defined, and requirements will be reviewed periodically when necessary.
  - vii. Articles and substances will be always stored in defined areas.
  - viii. Floors will be cleaned on a regular basis and waste bins emptied daily.
  - ix. Rubbish will be kept in suitable containers and will not be allowed to overflow.
  - x. Combustible waste will be kept away from ignition sources.

## 27. **Information**

- a. The Health and Safety Law Poster and current copy of our Company's Liability Insurance certificate is displayed in our workplace.

## 28. **Lone Workers -**

- a. Senior Management will ensure that written role and task specific risk assessments are carried out and reviewed regularly.
- b. Senior Management will put procedures and safe systems of work into practice which are designed to eliminate or reduce the risks associated with working alone.
- c. Senior Management will ensure that individuals identified as being at risk are given appropriate information, instruction, and training.
- d. Senior Management is to ensure that response arrangements are clear, workable, and appropriate support is given to those involved in any incident.
- e. Senior Management will ensure that Lone Workers are suitably experienced, have received suitable supervision, instructions, and training on the risks they are exposed to and the precautions to be used.
- f. Employees must take reasonable care to look after their own Health and Safety.
- g. Employees are to co-operate and complying with any control measures designed to eliminate or reduce the risk of lone working.

- h. Employees are to safeguard the Health, Safety and Environment of other people affected by their work.
- i. Employees must participate in training designed to meet the requirements of the Health and Safety Policy and procedures.
- j. Employees must only operate authorised equipment in accordance with relevant safety instructions and any training they have been given.
- k. Employees are to report any dangers or identified areas of risk as soon as practicable. This will include any accidents, or incidents that could have given rise to an accident'.
- l. Employees must notify the Health and Safety Officer at the first opportunity of any change in their ability to undertake their role, including any adverse medical conditions.
- m. Employees requiring advice or who have concerns regarding lone working can seek advice from the Health and Safety Officer who will, if necessary, arrange specialist advice and assistance to determine the appropriate course of action to eliminate or control the risk factors.

## 29. **Maintenance, Plant, Machinery and Work Equipment**

- a. The Company will ensure that equipment provided to meet the requirements of the Regulations is maintained in an efficient state, in efficient working order and in good repair and, where appropriate, is subject to a system of maintenance.
- b. The Company will ensure that during working hours, the temperature inside our building is "reasonable".
- c. Under the Workplace (Health, Safety and Welfare) Regulations 199/ there is only a minimum temperature stipulated, which is 16 degrees Celsius after the first hour of working, unless the work involves strenuous physical exertion.
- d. Whilst there is no maximum temperature ceiling legislated for, the British Safety Council cite research which concludes that when people experience temperatures more than 24 degrees Celsius the propensity for accidents increases and work productivity diminishes.
- e. The Workplace (Health, Safety and Welfare) Regulations 1992 oblige companies to provide workplace lighting that is "suitable and sufficient", which should be natural light, so far as is "reasonably practicable".
- f. The Company will ensure workplaces, including furniture and fittings, are kept sufficiently clean. Surfaces of floors, walls and ceilings of workplaces will be of a construction that allows them to be kept clean.
- g. The Company will ensure that all plant, machinery, and work equipment is suitable and without risk to Health, Safety, and the Environment, in accordance with legislation such as the Provision and Use of Work Equipment Regulations 1998, the Lifting Office and Lifting Equipment Regulations 1998 and the Electricity at Work Regulations 1989.

- h. The Company will ensure that machinery and work equipment is inspected to ensure this remains the case.
  - i. Only used by employees that have received adequate information, instruction and training and accompanied by suitable safety measures, e.g., protective devices, markings, and warnings.
  - ii. All Employees are required to carry out a visual check of any equipment before it is used. In some cases, this check will need to be documented. The Company will advise when this is the case.

30. **Manual Handling.**

- a. Manual Handling In accordance with the Manual Handling Office Regulations 1992, the Company will eliminate the need for manual handling where possible.
- b. Where elimination is not possible the risks from manual handling will be assessed and reduced so far as is reasonably practicable.
- c. Manual tasks are activities that require the use of force by a person to grasp, manipulate, strike, throw, carry, move (lift, lower, push, pull), hold or restrain an object, load, or body part.
- d. All Employees are encouraged to discuss any potential manual handling problems with the Health and Safety Officer.
- e. Manual handling risk assessments will be carried out by the Health and Safety Officer.

31. **Monitoring Health and Safety Performance.**

- a. The foundation of effective performance measurement is an effective planning system which produces specifications and performance standards for the management arrangements and risk control systems.
- b. In addition to the reactive monitoring of accidents/ill-health, the Company will also carry out proactive monitoring of health and safety performance which will include the Director and Health and Safety Officer monitoring at site to ensure working conditions and our safe working practices are being followed.
- c. The Director will annually set clear objectives to assist with preparing and integrating a safety management programme, thus setting firm foundations, and sustaining a monitoring programme for durability.

32. **New and Expectant Mothers.**

- a. The Company has strong obligations towards its Employees who become pregnant or who have recently given birth.
- b. In accordance with Regulation 16 of The Management of Health, Safety at Work Regulations 1999 the Company, on notification, will assess the individual and their workplace to ensure they (and the unborn child) are not exposed to undue risk.

- c. Employees becoming pregnant or having recently given birth are to notify the Health and Safety Officer so that an assessment can be carried out and appropriate arrangements made.
- d. The assessment is to be reviewed at regular periods with the individual to ensure any necessary adjustments to the work or workplace can be identified and taken.
- e. Alternatively, dependant on the circumstances at the time, the Company may suspend the individual from further work on full pay in accordance with the Employment Rights Act.
- f. In order to protect the unborn child, if the Company becomes aware of any case of Rubella (German Measles) among the Employees the expectant mother will be informed immediately and given the opportunity to be suspended from work (on full pay) to minimise the risk of exposure.

### 33. **Pandemic Arrangements.**

- a. The Company will arrange for a competent person to undertake a risk assessment for current Pandemic strains such as Covid-19.
- b. The Company will review the risk assessment at regular intervals in accordance with the risk presented by the strain, i.e., high risk = 3 months, medium risk = 6 months, low risk = 12 months.
- c. The Company will ensure that risk assessments findings and action points are in place and being enforced.
- d. The Company will ensure that social distancing arrangements are in place and enforced for all its employees, visitors, contractors and where its employees work from home or visit other sites on behalf of the Company.
- e. The Company will ensure that there is adequate cleaning, hygiene and hand cleaning resources are freely available and appropriately situated on site for all its employees, visitors, contractors and where its employees work from home or visit other sites on behalf of the Company.
- f. The Company will ensure that there is adequate clean air movement and that air conditioning units are maintained and appropriate for the site environment i.e., the air conditioning units deliver fresh air and NOT recirculated / recycled air.
- g. The Company is to ensure communication and information relating to the Pandemic requirements is displayed and discussed with all its employees, visitors, contractors and where its employees work from home or visit other sites on behalf of the Company.
- h. The Company is to ensure that all its employees either working from Home or from Temporary locations have all the resources and information relating to the current Pandemic requirements as employees have working from its main offices.

- i. The Company is to ensure that in relation to current Pandemic requirements all its employees who are classed as 'Vulnerable Workers' according to Government / HSE / Public Health England guidance, follow and are supported by the Company to meet in full these guidance requirements.
- j. The Company is to ensure that any Pandemic cases specifically sitting their workplace or during works undertaken on behalf of the Company are RIDDOR reported.

34. **Personal Protective Equipment (PPE).**

- a. The Company will protect their Employees from hazards within the workplace.
- b. Risk assessment may identify personal protective equipment (PPE) as being part of an overall prevention or control strategy to protect an individual, but it should always be a last resort.
- c. Personal protective equipment (PPE) is all equipment worn or held by people at work to protect them against one or more risks to their health or safety.
- d. The Director is responsible for identifying all requirements under the Personal Protective Equipment Regulations 1992.
- e. PPE is to be supplied and used at work wherever there are risks to health and safety that cannot be adequately controlled in other ways.
- f. Before choosing any PPE, the Company shall make an assessment to determine whether such equipment is adequate and sufficient to protect the worker.
- g. The Company shall implement management and engineering controls to eliminate any risk prior to the consideration of PPE as a "last resort" control.
- h. Suitable PPE will be provided when a risk assessment highlights a specific need.
- i. The Company shall determine the conditions of use of PPE, in particular the period for which it is worn, based on:
  - i. The seriousness of the risk.
  - ii. The frequency of the exposure to the risk.
  - iii. The adequacy of the PPE.
- j. Senior Management is to ensure that all PPE supplied conforms to the relevant British and European standards.
- k. Senior Management is to maintain a register of PPE allocated/replaced.
- l. Senior Management is to provide and brief the manufacturer's care instructions for all PPE provided at allocation/replacement.
- m. Senior Management is to ensure that arrangements are in place to replace PPE, as necessary.

- n. Senior Management are to ensure that arrangements will be made for PPE to be cleaned.
- o. Senior Management are to ensure that adequate supply of replacement PPE will be readily available.
- p. Senior Management is to ensure that periodic checks will be undertaken during which it will be ascertained whether PPE is being used, that it is correctly adjusted and that it is suitable to the task being undertaken.
- q. Employees must wear their PPE as directed and as required by site conditions.
- r. Employees are to ensure that PPE is kept clean and serviceable.
- s. If PPE becomes irretrievably soiled or unusable then Employees must be returned for replacement.
- t. Employees must ensure that PPE is safely stored in the facility provided when not in use.
- u. Employees should encourage other colleagues and adjacent contractors to wear their PPE as required.
- v. Personnel should report any failure to use PPE that comes to their attention.

### 35. **Portable Appliance Testing (PAT).**

- a. The Company is to ensure that there is a regular programme for the electrical testing of Portable Electrical Equipment (PAT) for earth and insulation integrity using a portable appliance tester will be carried out by a competent person in addition to the user visual inspections:

### 36. **Risk Assessment**

- a. In accordance with the Management of Health and Safety at Work Regulations 1999, the Company will carry out risk assessments of all activities that present a risk to employees or others.
- b. These risk assessments will be carried out in line with Health & Safety Executive guidance.
- c. Risk assessments will be undertaken by Director, Health and Safety Officer, or other nominated employees.
- d. Risk assessments will be compiled wherever possible from general risks for which generic control measures have been established.
- e. Contract-specific risks will be assessed by the appointed persons prior to the work commencing on customer sites.
- f. The preliminary contract risk assessment will be undertaken in the planning stage of a contract with the purpose of determining the general level of health and safety management required on the contract.

- g. These specific risks need to be identified so that the contract can be properly planned, and appropriate resources considered.
- h. As the contract develops, it is possible that new risks may become apparent or factors relating to existing risks may alter. The Director is responsible for monitoring risks, identifying changes and for altering and re-issuing risk assessments as required to employees.
- i. The Health and Safety Officer is responsible for ensuring competent people have been trained in undertaking risk assessments.

### 37. **Road Risk.**

- a. The Company is committed to reducing the risks which our Employees face and create when driving in the course of their work and may provide a suitable vehicle for this purpose.
- b. Alternatively, the Company may also authorise Employees to use their own vehicles for work purposes.
- c. Authorised Employees who are required to drive for work purposes in their own vehicle must ensure that it always complies with the law, is in a safe and roadworthy condition and is suitable for its purpose.
- d. In order for the Company to fulfil its responsibility in a reasonably practical manner all employees that drive their own vehicles for work purposes are required to:
  - i. Employees are to ensure their vehicle is taxed and has a valid MOT certificate (where appropriate).
  - ii. Employees are to ensure their motor insurance policy includes business use cover for the amount of business mileage they undertake.
  - iii. Employees are to ensure that the vehicle is serviced according to the manufacturer's specifications.
  - iv. Present their driving licence for inspection annually and on request.
  - v. Report road safety problems, including crashes, incidents, fixed penalty notices, summons, and convictions for any offence, including vehicle defects.
- e. The overall responsibility for managing road risk, monitoring the effectiveness of the Company's procedures through periodic checks of vehicle documents, and for maintaining appropriate records is that of the Health and Safety Officer.

### 38. **Safe Systems of Work.**

- a. The Company will provide written safe systems of work for all tasks where there is a significant risk of injury.
- b. Where there is clearly an identifiable need to specify the safe and correct way of doing the work and where, in spite of all reasonable control measures being implemented, significant risk remains.

- c. Employees will be instructed in the safe system of work, as appropriate, and a record of competency kept.

39. **Safety Signs.**

- a. The Company recognises the Health and Safety (Safety Signs and Signals) Regulations 1996 minimum requirements for the provision of safety signs at work.
- b. The Director will provide specific safety signs whenever there is a risk that has not been avoided or controlled by other means, for example by engineering controls and Safe Systems of Work (SSoW).
- c. The Director will ensure all safety signs are properly maintained so that they can perform the function for which they are intended.

40. **Smoking.**

- a. In accordance with the Health Act 2006, it is the Company policy that all Employees have a right to work in a smoke and vapour free environment.
- b. Smoking and vapouring are prohibited in all enclosed and substantially enclosed premises in the workplace and in Company vehicles.
- c. The Company approach to Vapouring or similar activities is identical to that of smoking.

41. **Toilets, Drinking Water, Washing Facilities and Rest Rooms.**

- a. The Company will ensure that the requirements of the Workplace (Health, Safety and Welfare) Regulations 1992 will be applied to all our workplaces.
- b. The Company will ensure toilets (sanitary conveniences) are provided in sufficient numbers and should be readily accessible.
  - a. They should be adequately ventilated, well-lit, and kept clean and tidy.
  - b. Separate conveniences will be provided for men and women unless each convenience is in a separate room with a lockable door.
- c. The Company will ensure adequate washing facilities are provided at readily accessible places.
- d. They will be provided close to every toilet but may additionally be provided elsewhere.
- e. Hot and cold water will be provided as will soap and towels or hand dryers.
- f. Rooms containing washing facilities will be well ventilated and lit and kept in a clean and orderly condition.
- g. The Company will ensure drinking water is provided in the workplace.
- h. Drinking water supplies will be adequately marked and be readily accessible.

- i. Cups will be provided unless the drinking water is in the form of a jet from which people can drink without cups.
- j. The Company will ensure rest facilities are provided and readily accessible.
- k. Where food is regularly eaten in the workplace then facilities will be provided for this.
- l. The Company will ensure pregnant women and nursing mothers are provided with suitable rest facilities including, if necessary, the facility to lie down.

#### 42. **Violence.**

- a. The Company will take all reasonable steps to ensure the Health and Safety of Employees at work is not put at risk by violent, abusive, or aggressive behaviour occurring in the workplace.
- b. The Company recognises that verbal and physical abuse at work can affect the health, safety and welfare of the victim and can have an impact on work colleagues and the business.
- c. Company therefore operates a zero-tolerance policy which ensures that people on Company premises are not put at risk of bullying in any form.
- d. The Disciplinary Procedure will be followed in any case where an Employee is found to be displaying violent or aggressive behaviour towards any person on the Company's premises.

#### 43. **Visitors and Contractors.**

- a. All visitors and contractors must report to the office area and sign in the visitor book.
- b. On leaving the premises, the representative will escort visitors to the office area and enter the time of leaving the premises.
- c. They will be informed of the health and safety standards that they will expected to always maintain to ensure the safety of the Company's Employees and member of the public working or moving about in the vicinity, as well as the contractor's own employees.
- d. Contractors will also be expected to inform the Health and Safety Officer of any hazardous substances, flammable materials/liquids, electrical power tools/cables, scaffolding, vehicles, etc., which may be necessary to bring onto the Company site to carry out the work.
- e. This will enable the Health and Safety Officer to monitor those current statutory requirements and safe systems of work are operational.
- f. Upon leaving, they will be requested to record the time of leaving.

#### 44. **Waste Recycling and Disposal.**

- a. It is the policy of this Company that any waste generated during the course of Company activities shall be disposed of in a controlled, safe, and proper manner.

- b. Where waste removal requires the application of special control measures (to reduce hazards such as contamination, dust, or risk of environmental pollution) laid down Company procedures will be followed to render such waste removal inoffensive and free of risk so far as reasonably practicable.

#### 45. **Working Time Arrangements.**

- a. It is the Company policy to eliminate the need for Employees to work excessive hours without appropriate breaks.
- b. The following will be provided:
  - i. Employees will be provided an uninterrupted break of 20 minutes every 6 hours worked during the working day.
  - ii. Young Workers under 18 years of age will be provided an uninterrupted break of 30 minutes every 4.5 hours worked during the working day.
  - iii. Employees will be provided with a rest period of eleven consecutive hours rest in each 24-hour period.
  - iv. Young Workers under 18 years of age will be provided with a rest period of twelve consecutive hours rest in each 24-hour period.
  - v. An Employee will be provided with one day off a week (this can be averaged over 2 weeks).
  - vi. Young Workers under 18 years of age will be provided with 2 days off a week (this cannot be averaged over 2 weeks).
- c. A record of working hours will be kept and averages of defined 17-week periods will be maintained by the Health and Safety Officer. Excessive work is defined in, excess of 48 hours.

#### 46. **Work Related Stress.**

- a. Systems of work that give rise to risk of stress are clearly not safe, and the Company therefore has a legal duty to make improvements, at least "as far as is reasonably practicable" to eliminate or adequately control the risk in accordance with the Management of Health and Safety at Work Regulations 1999.
- b. The Health and Safety Executive defines stress as "the adverse reaction people have to excessive pressure or other types of demand placed on them".
- c. This makes an important distinction between pressure, which can be a positive state if managed correctly and stress which can be detrimental to health.
- d. The Company is committed to protecting the health, safety, and welfare of all our Employees and recognises that workplace stress is a health and safety issue and acknowledges the importance of identifying and reducing workplace stressors.
- e. To achieve this the Company will.
  - i. Ensure jobs are 'do-able',

- ii. Matching the job with the person in it.
- iii. Strive to identify all workplace stressors and control the risks from stress.
- iv. Monitor stress levels through a combination of sickness absence monitoring and periodic surveys.
- v. Employees requiring advice or who have concerns that they are affected by stress can seek advice from the Health and Safety Officer who will, if necessary, arrange specialist advice and assistance to determine the appropriate course of action to eliminate or control the risk factors.

#### **47. Young Persons / Child.**

- a. A Young Person / Child under the age of 18 years is considered to be particularly at risk from the hazards that are presented in the workplace because of their perceived lack of awareness, inexperience, and immaturity (both physical and mental).
- b. Consequently, the Company will ensure that a specific risk assessment is conducted for all young persons prior to commencement of employment to ensure that all necessary measures are put in place to safeguard their health, safety, and well-being beforehand.
- c. The Health and Safety Officer is responsible for ensuring that all young persons are assessed prior to the commencement of work.
- d. The assessment is to take into consideration the full nature of the work and the specific hazards present in order to determine if the current controls and precautions are sufficient or whether additional controls are necessary.
- e. The Health and Safety Officer will ensure a suitable mentor is appointed in whom the young person can confide.
- f. The Mentor will assist the young person to ensure that they are provided with appropriate induction and job specific training and instruction and will be responsible for ensuring the close supervision of the young person.